



**DIOCESE OF  
LICHFIELD**

**Working with children  
and adults at risk**

# Safeguarding

## Good Practice Guidelines in Lichfield Diocese

### What to do if...

You have concerns about possible abuse (including allegations):

1. In an emergency, respond immediately.
2. Consult the person to whom you are responsible.
3. Decide together whether to seek advice or to make an immediate referral.
4. Keep a record of what happened, your concerns and your actions.
5. Tell your minister and/or safeguarding co-ordinator.
6. Only tell others who need to know.

A child, young person or adult wishes to disclose they have been abused:

1. Listen. Keep listening. Do not question or investigate. Do not promise confidentiality; tell them we need to share this. Assure them they are not to blame.
2. Tell them what you are going to do and that they will be told what happens.
3. Make careful notes of what is said, record dates, times, events and when you are told.
4. Report it to the person to whom you are responsible and your minister or safeguarding co-ordinator.
5. Only tell those who need to know.
6. If a child is in imminent danger report to the Police or Social Service.

### Things to remember...

- Treat everyone with respect, setting a positive example for others.
- Respect personal space and privacy.
- Ensure another adult is present or within sight or hearing of any activity.
- Ensure any actions cannot be misinterpreted by someone else.
- Challenge unacceptable behaviour.
- Do not put anyone, including yourself, in a vulnerable or compromising situation.
- Do not have inappropriate physical or verbal contact with others.
- You must not keep allegations or suspected abuse secret.

### Resources

**Promoting a Safer Church**  
(CHP 2017)

**The Parish Safeguarding Handbook**  
(CHP 2018)

Your church's safeguarding  
co-ordinator:

Name: WENDY BLANTFORD

Tel: 07973 863922

[www.lichfield.anglican.org/safeguarding](http://www.lichfield.anglican.org/safeguarding)

### Useful contacts

#### NSPCC

0808 800 5000, [www.nspcc.org.uk](http://www.nspcc.org.uk)

#### Stop It Now

0808 1000 900, [www.stopitnow.org.uk](http://www.stopitnow.org.uk)

#### Childline

0800 1111

#### Minister and Clergy Sexual Abuse Survivors

08088 010340, [www.macsas.org.uk](http://www.macsas.org.uk)

#### Thirty One:Eight (formerly CCPAS)

PO Box 133, Swanley, Kent BR8 7UQ  
0303 003 11 11, [www.thirtyoneeight.org](http://www.thirtyoneeight.org)

#### Domestic Violence Support Refuge/Women's Aid

[www.womensaid.org.uk](http://www.womensaid.org.uk)  
[helpline@womensaid.org.uk](mailto:helpline@womensaid.org.uk)

#### Samaritans

Counselling for those in despair or suicidal  
116123, [jo@samaritans.org](mailto:jo@samaritans.org)

#### Victim Supportline

0808 168 9293, [www.victimsupport.org.uk](http://www.victimsupport.org.uk)

#### NAPAC – National Assoc. for People Abused in Childhood

0808 801 0331, [www.napac.org.uk](http://www.napac.org.uk)

#### National Domestic Violence Helpline

0808 2000 247

#### Elder Abuse Helpline

080 8808 8141

#### Family Lives Helpline

0808 800 2222

#### RESPECT Men's Advice Line

0808 801 0327

If you need to contact your local Children's Services  
Safeguarding team please check your local  
authority website.

Revised September 2023

## Diocesan Safeguarding Advisers

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Kim Hodgkins

Diocesan Safeguarding Officer

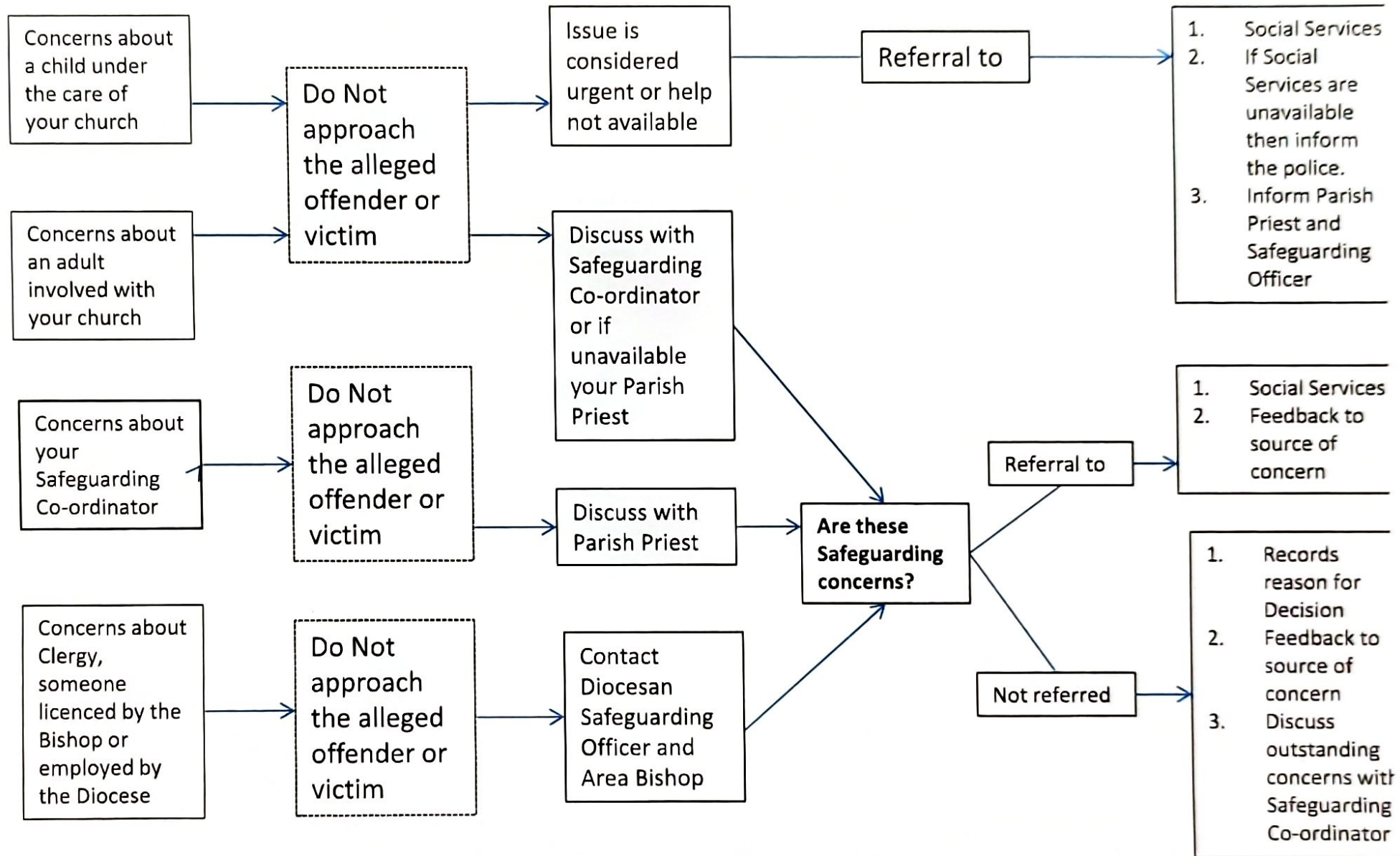
T: 01543 306099

E: [kim.hodgkins@lichfield.anglican.org](mailto:kim.hodgkins@lichfield.anglican.org)

For out of hours emergency support please call 0303 003 1111 (option 2). If a child or adult is injured or in immediate danger please call the police on 999. Should you require further information see the Lichfield Diocesan website: [www.lichfield.anglican.org/safeguarding](http://www.lichfield.anglican.org/safeguarding)



# IN THE EVENT OF A SAFEGUARDING ISSUE IN YOUR CHURCH



Safeguarding Co-ordinator..... WENDY BLANTFORD 07973863922 ..... Parish Priest..... REV JAY RASIE 07831 589288 .....  
 Diocesan Safeguarding Team 01543 306030 ..... Out of Hours Support: 0303 003 1111 (option 2)  
 Nearest Social Service Office..... Nearest Police Station.....  
 Area Bishop...The Rt. Revd..... MATTHEW PARKER .....

8. Completed declaration forms and references will be confidential to and securely held by the Incumbent or, in the event of a vacancy, by the Rural Dean or Archdeacon.
9. The PCC will use the Disclosure & barring service for checking leaders', churchwarden's criminal records. This will be done via the Diocesan Office, St Mary's House, The Close, and Lichfield.
10. The PCC will approve annually:
  - The leaders authorised to work with the groups listed in 4 above.
  - Details of each group's normal meeting/working pattern and the age range it covers.
11. Every third year, the PCC will make available training in safeguarding from the Diocese . Details of up-to-date training can be obtained from PSO.
12. The PCC will publish on the notice boards at the back of church and in the church hall, a copy of the Safeguarding Good Practice poster and what to do in the event of a safeguarding issue Flow Chart. In addition, all validated leaders, and all those mentioned in 6 & 7 above will be given a copy.
13. The PCC will work to the Church of England documents: Protecting all God's Children, Promoting a Safe Church and safeguarding Guidelines relating to safer recruiting process.
14. The PCC will carry public liability insurance and will insure all leaders and staff for personal accident.
15. The PCC will make a copy of this policy and its procedures available, if requested, at the Archdeacon's visitation.
16. This Policy and its procedures will be monitored by the Parish Safeguarding Officer who will report to the PCC annually.
17. The PCC will review the policy and its procedures annually in the month of June.

Signed by Incumbent: Rev Jay Rosie



By Parish Safeguarding Officer: Wendy Blantford



# Parish of Chesterton

## Safeguarding policy and procedures July 2023

### Policy

The PCC will take all reasonable care to ensure the safety of the children and young people for whom it bears responsibility.

### Procedures

1. Miss Wendy Blantford is our approved Parish Safeguarding Officer.
2. She is the point of contact through which concerns about protection of Children and vulnerable adults will be channelled.
3. She is responsible to the PCC for ensuring that these procedures are implemented.
4. The PCC is directly responsible for the following groups which include children and young people and vulnerable adults:
  - HTC Kids and Youth
  - Men's Breakfasts
  - Crafty Yarners
  - Trinity Singers
5. Any groups who hire the Church Hall for activities which involve children and vulnerable adults will be required to satisfy the PCC that they have a suitable safeguarding policy.
6. Validation: Leaders aged 18 or over working with children and young people or vulnerable adults:-
  - Applicants will be required to complete the parish's Confidential Declaration and Application forms.
  - Applicants will be required to provide two references.
  - Applicants will be subject to the parish appointment procedure.
  - Successful applicants must sign the parish contract for children/youth workers.
  - Before appointment or the continuation of any appointment, appointees will need to apply for and supply enhanced clearance from the DBS.
7. Churchwardens, Leadership Team members, Children's leaders and all those who have regularly contact with Children/vulnerable adults will be required to:
  - Complete the parish's Confidential Declaration form.
  - Provide two references.
  - To apply for and supply enhanced clearance from the DBS.